

**RFP 08-331**  
**Provider Compensation Subsystem (PCS)**  
**Amendment #2**

The following sections of the RFP posted November 13, 2009 are hereby amended as follows:

**3.1 RFP Contact Information**

Upon release of this RFP Document, all communications concerning the RFP must be directed only to the RFP Coordinator listed below. The RFP Coordinator is the sole point of contact in DSHS for this RFP. Any communication directed to DSHS staff or contracted consultants/vendors, other than the RFP Coordinator, is prohibited and may result in Bidder disqualification.

**Contact:** Andrew Kramer, RFP Coordinator  
Department of Social & Health Services  
Administrative Services Division  
Central Contract Services

**Mailing Address:** P.O. Box 45811  
Olympia, Washington 98504-5811

**Physical Address:** 4500 10th Avenue SE  
Lacey, Washington 98503

**Telephone:** ~~(360) 664-6031~~ (360) 664-6073

**FAX:** (360) 664-6184

**E-mail Address:** ~~KramerAW@dshs.wa.gov~~  
[KrameAW@dshs.wa.gov](mailto:KrameAW@dshs.wa.gov) or at  
[Andrew.Kramer@DSHS.wa.gov](mailto:Andrew.Kramer@DSHS.wa.gov)

Contact the RFP Coordinator by email (mandatory) if you have any questions or concerns related to any portion of this RFP. Any other communication will be considered unofficial and non-binding on DSHS. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator will have no legal bearing on this RFP and may result in disqualification of the Bidder.

### Table from Section 3.3

**Table 5: RFP Schedule (All Times Are Pacific Time (PT))**

Item	Action	Date
1.	DSHS issues RFP Document	11/13/2009
2.	Bidder must submit mandatory Letter of Intent <del>via email</del> by 5:00 pm Pacific Time.	12/14/2009 – 5:00 pm PT
3.	Mandatory pre-proposal conference	12/14/2009
4.	All Bidder questions must be submitted in written format via email by 3:00 p.m. Pacific Time	12/21/2009 – 3:00 pm PT
5.	DSHS will issue responses to Bidder questions	1/8/2010
6.	Bidder must submit Proposal by 3:00 p.m. Pacific Time	1/28/2010 – 3:00 pm PT
7.	DSHS evaluation of Proposals	2/5/2010 – 3/12/2010
8.	Bidder Demonstrations and Oral Presentations	3/24/2010 – 4/16/2010
9.	DSHS notifies Apparently Successful Bidder (ASB) and begins Agreement negotiations. DSHS also notifies unsuccessful Bidders.	4/19/2010
10.	Bidders may request Debriefing until 5:00 p.m. Pacific Time	No later than two (2) business days after the announcement of ASB
11.	DSHS holds debriefing conferences, if requested	No later than three (3) business days after receipt of request.
12.	Unsuccessful Bidders may submit Protest(s) until 5:00 p.m. Pacific Time	No later than five (5) business days after Bidder's debriefing conference

### 3.4 Letter of Intent

A Letter of Intent (LOI) from Bidders who intend to submit a proposal to this RFP must be submitted to the RFP Coordinator no later than 5 P.M., Pacific Time, **December 14, 2009**. The LOI for RFP #08-331 is a Mandatory Requirement. Bidders who do not submit a LOI by this date and time will be disqualified for non-compliance and their submitted proposals, questions or other requests related to this RFP will not be taken into consideration.

The Letter of Intent must:

- ~~Be submitted on Bidder's official business letterhead stationery;~~
- State that the Bidder intends to submit a response to RFP #08-331, ProviderOne Provider Compensation Subsystem (PCS) Project; ~~and~~
- ~~Be signed and dated by an individual authorized to legally bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship~~
- Include the following information about the Bidder:

Name of Bidder Organization	
Name of Bidder Representative	
Title of Bidder Representative	
Mailing Address of Bidder Organization	
Principal Place of Business (City, State)	
Telephone Number of Bidder Representative	
Fax Number of Bidder Representative	
Email Address of Bidder Representative	
Website/URL of Bidder Organization	

The Bidder must hand-deliver the LOI at the Mandatory Bidders Conference or ~~either~~ e-mail or fax an imaged, signed LOI to the DSHS RFP Coordinator addressed as follows:

**Contact:** Andrew Kramer, RFP Coordinator  
Department of Social & Health Services  
Administrative Services Division  
Central Contract Services

**E-mail Address:** ~~KramerAW@dshs.wa.gov~~  
[KrameAW@dshs.wa.gov](mailto:KrameAW@dshs.wa.gov) or at  
[Andrew.Kramer@DSHS.wa.gov](mailto:Andrew.Kramer@DSHS.wa.gov)

**Fax Number:** 360-664-6184